WORD PROCESSING BASICS (2005 - 2006)

Units of Credit: Semester (.5)

CIP Code: 520461

Prerequisite: Basic keyboarding skills

COURSE DESCRIPTION

This course reviews and builds upon skills acquired in Word Processing Basics. As students create a variety of documents, increased efficiency, productivity, quality, and creativity will be evident through their use of basic and advanced software features. Instruction on proper keyboarding technique and recommended styles for business documents will coincide with their software training.

CORE STANDARDS

STANDARD 0000-01	Keyboarding
OBJECTIVES 0101	Students will use correct keyboarding technique to improve speed and accuracy. This includes the following: • eyes on copy or screen, not on keys • fingers curved and oriented to home row • correct fingers used for keystrokes on alphabet, number, and symbol keys • key with smooth rhythm and quiet hands • forearms parallel to slant of keyboard; wrists low but not resting on any surface • proper sitting posture: body centered, feet provide balance, elbows naturally at sides
0102	Demonstrate a speed increase of 4 to 8 words per minute on a 3-minute timed writing with no more than 2 errors per minute (6 errors on a 3-minute timed writing)
STANDARD 0000-02	Basic Word Processing Functions
OBJECTIVES 0201	Follow written instructions
0202	Identify all components of the word processing window and know default settings for margins, line spacing, alignment and tabs. Access features and execute commands using menus, toolbars, and the keyboard.
0203	Move the insertion point and select text using the mouse and the keyboard.
0204	Create and save a document.
0205	Open and close a document.
0206	View and print a document.
STANDARD 0000-03	Editing
OBJECTIVES 0301	Demonstrate ability to make corrections indicated by proofreaders' marks.
0302	Use writing tools for spelling, thesaurus, and grammar.
0303	Demonstrate various deletion methods and use Undo and Redo.
0304	Edit documents using Insert and Overtype (Typeover).
0305	Use cut, copy, and paste within a document.

STANDARD 0000-04	Document Formatting
OBJECTIVES 0401	Use alignment, line spacing, and margin features to format documents.
0402	Use page numbering, vertical centering, and headers and footers to format documents.
0403	Change the appearance of text by using bold, italics, and underline; and by changing the font face, size, and appearance.
0404	Set left, right, center, decimal, and dot leader tabs, and create tabulated text.
0405	Format paragraphs with left indent, a left and right indent, and a hanging indent.
0406	Use widow/orphan protection and insert page breaks.
0407	Insert bullets and create numbered lists.
0408	Organize information in rows and columns using the table feature.
STANDARD 0000-05	Business Documents
OBJECTIVES 0501	Prepare a properly formatted memo for use in a business setting.
0502	Create business letters using block and modified block styles and open and mixed punctuation.
0503	Prepare a report with references using an acceptable format.